

Office Coordinator: 30 – 35 hours per week. Must possess strong interpersonal, team work, problem solving, organizational, communication, and customer service skills. Facility with MS Office Suite, Adobe InDesign, Illustrator, QuickBooks, Giftworks, and WordPress a plus. Submit via email letter of intent, resume and references to [aalipsey@crescendoacademy.com](mailto:aalipsey@crescendoacademy.com) by May 7.